

Requisitioning for NSPS Positions Using Assigned GS Grades

References: (a) DoD Civilian Personnel Manual, Subchapter 1911
(b) PPP Operations Manual, Chapter 19

Using assigned GS grades to clear National Security Personnel System (NSPS) positions through the Department of Defense (DoD) Priority Placement Program (PPP) is one of three options available to human resources offices (HROs). This option allows DoD activities to determine an [equivalent GS grade](#) based on the actual duties and responsibilities of the position.

If the pay band of a position encompasses only one GS grade, the requisition must be submitted using that grade. In order to determine which grades are encompassed by the respective pay bands, refer to the grade-to-band [conversion](#) tables in reference (a). If the pay band encompasses two or more GS grades, and the activity elects to assign an equivalent GS grade, the human resources office must ensure that:

- The assigned equivalent grade accurately reflects the duties and responsibilities of the position; and
- The procedures used to determine the equivalent grade are systematic and yield consistent results for positions with corresponding duties and responsibilities.

Operational procedures for requisitioning using assigned equivalent grades are provided in Section G of reference (b). The other two options for clearing NSPS positions, using the pay band of the position and using an equivalent grade based on a salary comparison method, are addressed in separate PPP Fact Sheets.